

## Job Description

<b>Job Title:</b>	<b>Year Lead</b>
<b>Responsible to:</b>	<b>Assistant/Vice Principal</b>
<b>Salary:</b>	<b>MPR/UPR + TLR2C</b>

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The main purpose of this role is to ensure that effective learning takes place and that pupils make appropriate progress, accessing support as necessary. To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they make expected progress.

Your key responsibilities as a **Year Lead** are grouped in four areas of leadership and management:

### Managing Policy

- To work with the appropriate member of SLT, creating a coherent team approach to managing and supporting pupil learning, ensuring a learning culture where all pupils are challenged to achieve their full potential and be the best they can be
- To promote and celebrate pupils' achievements and activities in the Year Team through the school website, press releases, the newsletter and other publications
- To identify the Year group aims and objectives, communicate these to colleagues and evaluate success, reporting half-termly to the appropriate member of SLT and to the Principal and Local Governing Body (LGB) when requested
- To construct a pastoral development plan and monitor and evaluate outcomes, submitting reports to SLT and LGB when required
- To prepare written or verbal reports on the work of the Year Team as required by the Principal and LGB

### Managing Pupil Progress

- The reporting schedules and delivery of annual reports and progress grades
- The overall responsibility for the daily running of the Year Group:
  - Leading and managing the Learning Coaches to ensure consistency of practice
  - Monitoring and supporting the academic progress of all pupils in the year
  - Monitoring and supporting behaviour for learning and taking action where necessary
  - Induction of new pupils
  - Organising a programme of pupil support and guidance including SMSC, preparing pupils for life in modern Britain, and assemblies
- Attendance and punctuality
- The delivery of structures and activities for pupil support and guidance as appropriate for preparing pupils for their KS4 examinations and transition into the Sixth Form.

- Working with the AP for Key Stage 5, the Raising Standards Leader, and subject leaders to support pupil progress
- To support pupils with applications to Sixth Form and to help them understand their options
- To have a clear understanding data and the ability analyse and identify gaps, and strategically with colleagues to address any shortfalls
- An effective and motivational reward system which leads to termly and annual recognition and celebration
- A referral system which ensures that individual pupils have access to specific support as needed
- A programme of activities, competitions and social events for pupils within the year group
- To liaise with Subject Leaders, subject teachers and our SEND team to ensure that specific information concerning the achievement and welfare of individual pupils is shared by all interested parties and acted upon as necessary
- To monitor pupil behaviour in the year group and to support staff when necessary
- To represent the views of the Year Team at school meetings and to disseminate information to the staff as required
- To be aware of the curriculum for the Year Group, how it is structured and how this may impact on pupils' learning

### **Managing People**

- To lead, monitor and support the work of all Learning Coaches within the Year Team, ensuring consistency of practice and take appropriate action when necessary
- To promote the professional development of colleagues, including the induction and support of new staff working in the Year Team
- As part of the overall school programme of performance management, to review the performance of colleagues as required, setting appropriate objectives by the required date and carrying out interim reviews
- To hold regular Year Team meetings according to published schedules and produce agendas and action points
- To meet parents and representatives of external agencies to discuss the progress of individual pupils

### **Managing Resources**

- Through consultation with the appropriate members of SLT, to deploy staff effectively as Learning Coaches within the Year Team to ensure the best possible learning outcomes for the pupils
- To be the budget holder for the relevant accounts and manage the finances efficiently in accordance with school systems and financial regulations
- To supervise the use and care of the building and of resources, ensuring the maintenance of a clean, safe and stimulating environment for learning and reporting any Health and Safety issues to the Trust Business Manager immediately

Your key accountabilities as a teacher at Saracens High School are to:

### **Teaching and Learning**

- Plan and deliver lessons in accordance with the school policy on teaching and learning
- Collaborate with partners to implement schemes of work, ensuring that these support good learning and good student progress
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery
- Contribute to the departmental development plans
- Work in collaboration with Learning Support Assistants, and with other adults who may attend lessons to support students

- Know, and take account of, students' prior levels of attainment and use them to plan lessons and set targets for future improvements
- Set work for students absent from school for health and disciplinary reasons
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code

### **Assessment, Recording and Reporting**

- Maintain notes and plans of lessons undertaken, and records of students' work
- Mark, monitor and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate
- Analyse data on student progress, achievement and attainment in line with school policy and practice
- Complete student reports and progress grades in line with policy and as specified in the published calendar
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on Individual Education Plans for students

### **Pastoral Responsibility**

- Undertake responsibility for a group of students as required
- Be the first point of contact for parents of students in the group, liaising with other staff as appropriate
- Communicate regularly with the Year Lead about any issues or concerns about individual students or the tutor group as a whole
- Monitor (and set targets for) the social and academic progress of individuals in the tutor group and be prepared to discuss these with parents
- Be prepared to deliver the tutorial programme registration as required by the school
- Promote good attendance and monitor this in accordance with the school's attendance policy, ensuring that the school's attendance administrator receives information promptly and accurately
- Attend assemblies with the students and encourage them to take an active role in presenting assemblies

### **Professional Standards**

- Make the education of students the first concern and be accountable for achieving the highest possible standards of work and conduct
- Support the aim of the school and endeavour to promote our development as a learning community
- Treat all members of the community, colleagues and students, with respect and consideration
- Treat all students fairly, consistently and without prejudice
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities)
- Support the ethos of the school by upholding the behaviour code, uniform regulations etc
- Take responsibility for their own professional development and participate in staff training when provided and seeking out other opportunities
- Reflect on their own practice as well as the practice of the school with the aim of improving all that we do



- Read and adhere to the various policies of the school as expressed in the School Development Plan, the Staff Handbook, subject area/year group documentation, etc
- Participate in the management of the school by attending various meetings according to the schedule
- Participate in school and department evaluation and programme for monitoring teaching and learning
- Undertake duties as prescribed within school policies
- Ensure that all deadlines are met as published in the school calendar
- Undertake professional duties that may be reasonably assigned to them by the Principal
- Be proactive and take responsibility for matters relating to Health and Safety

### **School Duties**

- To undertake duties before school, and during breaks (including lunch) on a rota basis
- To set cover work when on leave of absence
- To play a full part in the life of the school community, supporting our values and ethos, and encourage colleagues and pupils to follow this example, including taking part in family lunch

These key accountabilities outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.